

LEON COUNTY SCHOOLS
DISTRICT ADVISORY COUNCIL BYLAWS

Adopted October 8, 2009

Reviewed 2010-2011; 2011-2012; 2012-2013; 2013-2014; 2014-2015;
2015-2016; 2016-2017; 2017-2018; 2018-2019; 2019-2020; 2020-2021,2021-2022

ARTICLE I: Name of Council

The name of this council shall be the Leon County Schools District Advisory Council and shall be known as the District Advisory Council (DAC).

ARTICLE II: Purpose of Council

The purpose of the DAC is to assist the Superintendent and the School Board in making decisions pertaining to the school district as a whole and to the school system's educational philosophy, goals, programs, and the Florida Program for School Improvement and Accountability.

The DAC's participation in the decision-making process is advisory in nature, and it must accomplish its purpose by: (1) investigating, (2) informing, (3) suggesting, (4) recommending, (5) evaluating county-wide issues and concerns identified by the schools, the Superintendent or the School Board, and (6) performing other such duties as appropriate to the advising process.

Section 1: Governance

- A. The DAC is governed by these Bylaws and must function in accordance with them and with the Policies and Procedures as described in the DAC Handbook.
- B. The Bylaws, once adopted, may be amended through a formal process described in Article VII, Section 1. The DAC Handbook must be reviewed annually and revised as needed by the Executive Committee.

Section 2: Function

The advisory council's function must include, but not be limited to:

- A. Participating in the District's decision making processes of:
 - 1. Defining goals,
 - 2. Assessing educational needs,
 - 3. Establishing priorities,
 - 4. Planning educational programs,
 - 5. Evaluating, and
 - 6. Reviewing policies and rules

- B. Facilitating communication among the school system, parents, students and community.
- C. Informing and advising the Superintendent and School Board regarding school/community needs, interests, and concerns.

Section 3: The duties of the members include participating in the School Improvement process by:

- A. Supporting the School Advisory Councils (SACs),
- B. Communicating with their SACs to identify issues and concerns that may be district-wide,
- C. Sharing best practices among the schools,
- D. Providing feedback to the Superintendent and School Board relating to the process of school improvement district-wide,
- E. Suggesting changes in procedures, policies, resources or programs.

Duties will be advisory in nature, and will not conflict with any of the powers and duties reserved by law or State Board Rule for the School Board, as referenced in Florida Statute 1001.42.

ARTICLE III: Membership

The following guidelines must be used in establishing the District Advisory Council:

Section 1: Composition of Membership

DAC membership must be comprised of Leon County residents who represent: (1) Parents/guardians of children enrolled in Leon County schools, (2) high school students, (3) teachers and principals and (4) community members at-large, whose selection will be determined as follows:

- A. Each school principal must ensure at least two representatives and one alternate representative are selected from the school's School Advisory Council (SAC), PTA/PTO or other group(s) representative of the school community. At least one of the representative's will be selected from the School Advisory Council (SAC). If any representative is employed by Leon County Schools, it is understood that the perspective they bring to the DAC will be representative of that site's parent community.
- B. The Student District Advisory Council will appoint a member to sit on the DAC to provide the student perspective.

- C. The Superintendent, giving first consideration to those recommended by the Leon Classroom Teachers Association (LCTA), must appoint at least three teachers, one from each level: Elementary, Secondary, and District-wide schools.

In addition, the Superintendent, or his/her designee, must ensure that at least one principal from each level is appointed to the District Advisory Council.

- D. The Superintendent and School Board members must each appoint two persons to serve as at-large members on the DAC. To further broaden the base of representation, one of each official's at-large appointments must not have children enrolled in Leon County Schools.

Section 2: Appointment of Site Representatives

Appointments of site representatives to the District Advisory Council will be made annually by the Superintendent and the Leon County School Board based upon recommendations by site administrators. To be appointed, individuals meeting the composition requirements described in Section 1 above must file a DAC membership appointment request approved by the site administrator with the Superintendent or his/her designee.

Section 3: Terms

All members will be appointed prior to the last day of school to serve a one-year term on the DAC. The terms will run from September 1st through August 31st of the following year (with the exception of officers – see Article IV, Section 2.) Consecutive terms are permissible, but membership is neither transferable nor can it be reassigned to another individual except by formal appointment as described in Section 2 above.

Section 4: Duties and responsibilities

Each member of the DAC is expected to: (1) attend all DAC meetings, (2) regularly report back to and seek input from the group or individual they represent, and (3) serve on any committee or task force when appointed by the DAC Chairperson.

DAC members, when performing their district advisory role, represent the perspectives of the group or individual who made their appointment, but must consider the best interest of all children and families in Leon County schools when suggesting changes in procedures, policies, resources, or programs, and before casting votes.

Section 5: Voting Rights

Each DAC member has one vote and may cast that vote on each item brought before the DAC as a whole. Alternates may vote only when standing in for a regular member not in attendance. A quorum must be present before a vote may be taken by the DAC. For

purposes of the DAC, a quorum will exist if 50% plus 1 of the Leon County schools are represented at the DAC meeting and if 50% plus 1 of elected officials are represented by at least one of their DAC appointees.

Section 6: Vacancies

A vacancy on the District Advisory Council must be filled for the remainder of the term (unless there is fewer than one month remaining on the term) by the Superintendent or designee following the appointment procedures outlined in Section 2.

- A. If a DAC member is appointed by a school and the member's child(ren) for any reason no longer attend(s) such school, the school principal will ensure that a replacement is appropriately chosen to serve on the DAC in accordance with section 1.
- B. A DAC member may officially resign at any time by filing with the DAC Secretary a written letter of resignation and supplying a copy of the resignation letter to the appointing official and Superintendent or his/her designee.
- C. Any DAC member who has two consecutive, unexcused absences from a District Advisory Council (DAC) meeting must be replaced on DAC. (Please refer to the Handbook referenced in Article II, Section 1.) Upon such an occurrence, the district office will notify the member and the official who made the initial appointment. The member must be replaced using the membership process, outlined above in Article III, Section 1.

ARTICLE IV: Officers

The officers of the District Advisory Council are: a Chairperson(s), a Vice-Chairperson(s), a Secretary/Treasurer, and other such officers as the council may deem necessary. All officers serve on the DAC Executive Committee.

Section 1: Duties

- A. Chairperson(s)

The Chairperson(s) will preside at all meetings of the Executive Committee and the DAC.

The Chairperson(s) will also:

- 1. Sign all official letters, reports and other DAC communications;
- 2. Act as the "official spokesperson" of the DAC to maintain open communication with the Superintendent, school board and school

system;

3. Formally appoint the chairpersons of all DAC committees and the assignment of DAC members to other (external) committees and task forces;
4. Perform other duties as may be periodically prescribed by the DAC, Superintendent and school board; and
5. Appoint a parliamentarian that is bound by Robert's Rule of Order.

B. Vice-Chairperson(s)

The Vice-Chairperson(s) will:-

1. Serve as a member of the Executive Committee and substitute for the Chairperson(s), during his/her absence from such meetings;
2. Serve, in addition to the Chairperson(s), as the Council's DAC official liaison to the School Board; and
3. At the request of the chair, assist the chairperson in the duties and responsibilities described in Section 1. A.

C. Secretary/Treasurer

The Secretary/Treasurer, with assistance from the Superintendent's staff, will record the minutes and attendance at all DAC meetings.

The Secretary/Treasurer will also:

1. Serve as a member of the Executive Committee.
2. Collect, record and distribute all monies collected by the DAC; and

In addition, the Secretary/Treasurer will maintain current DAC membership information. The Superintendent's staff will provide clerical, secretarial, typing, printing, and other assistance as the Secretary/Treasurer may require to ensure the timely recording and appropriate distribution of all DAC minutes and other public records.

Section 2: Election and Term of Officers

- A. The election of officers will take place at the regular May meeting, or at such other regular meeting as deemed appropriate. DAC members may be eligible to be nominated for office after serving one year. Election must be made by a 50% plus 1 vote of the members present from a slate of officers presented by the Nominating Committee (see Article VI. Section 2). Floor

nominations will be permitted prior to the close of nominations, at which time all nominees may address the DAC concerning their interest in and qualifications for office. (The vote must be forwarded to the Superintendent for School Board ratification.)

- B. Officers serve from the conclusion of the regular May meeting to facilitate planning for the upcoming year. Officers may serve two consecutive one-year terms.

Section 3: Removal and Vacancy

- A. Any officer elected by the DAC may be removed from the Executive Committee by a 50% plus 1 vote of all DAC members whenever, in the judgment of the members, the best interests of the DAC are not being served.
- B. A vacancy in any office because of death, resignation, removal, disqualification, or any other reason for which an officer is unable to complete the term of office, must be filled by appointment of the Superintendent or designee based upon recommendations from DAC immediately until such time as an election is held for the post vacated.

ARTICLE V: Meetings (and procedures)

All meetings of the DAC and its committees are open to the public. Moreover, input from the community-at-large will be actively solicited by Council members for inclusion in DAC meetings.

Section 1: Schedule

- A. The DAC meets on the first Thursday after the first Monday of each month. There will be no July or August meetings unless determined necessary by the Executive Committee. These Regular Meetings will begin promptly at 6:00 p.m. and adjourn no later than 8:00 p.m. The time and date of a Regular Meeting may be changed by the Executive Committee with seven days notice to all DAC members.
- B. The DAC may from time to time hold Special Meetings, subject to call by the Chairperson(s), and the Superintendent or his/her designee or by a two-thirds vote of the membership upon petition by any member. Unless waived by 50% plus 1 vote of the members present, the agenda of any Special Meeting, regardless of its origin of call, is limited to one item only.

Section 2: Conduct

- A. All DAC meetings will be conducted in accordance with the latest

available edition of "Robert's Rules of Order". The Chairperson(s) will ensure an official parliamentarian is present for all meetings.

- B. An agenda for each Regular Meeting will be developed by the DAC Executive Committee in consultation with the district support staff and then distributed, together with all support material and minutes of the previous meeting(s) and any subsequent Special Meeting held in the interim, to all DAC members at least seven (7) days prior to the next Regular Meeting. The agenda by the DAC -must include an informational/program component for each meeting.

ARTICLE VI: Committees

The DAC shall have an Executive Committee and other Committees as necessary to conduct its business. Membership on committees will be for a period of one year beginning with the September Regular Meeting.

Section 1: Executive Committee

Membership on the Executive Committee will be for a period of one year beginning at the conclusion of the May Regular Meeting.

- A. Composition: All elected officers and chairpersons of Committees and liaisons designated by the School Board and Superintendent, respectively, will serve as the DAC Executive Committee.
- B. Duties, Responsibilities and Authority:
 - 1. The Executive Committee, in coordination with District staff will develop the agenda for each DAC Regular Meeting (see Article V, Section 2).
 - 2. Under the leadership of the DAC Chairperson(s) (see Article IV, Section 1 A), the Executive Committee have the authority to represent and to act on behalf of the DAC between all Regular Meetings, principally on any issue, concern or item previously presented to the DAC for information, discussion and/or action.
 - 3. The Executive Committee also has authority to act upon any emergency request(s) by the School Board and/or Superintendent, which needs immediate attention. Such matters will then be presented for information and/or other appropriate action at the next regularly scheduled DAC meeting.

Section 2: Special Committees

A. DAC Committees

1. Nature and Composition

- a. Special Committees and/or subcommittees may be established by the DAC Chairperson(s) or another officer designated by the Chairperson(s) when necessary to assist the Executive Committee or to deal with specific matter(s) requiring immediate attention on matters beyond the purview of the Executive Committee.
- b. These committees and/or subcommittees will be comprised of representatives knowledgeable about and interested in the matter at hand. Appointment to such committee may extend beyond the membership of the DAC. The DAC Chairperson(s) may make particular appointments to specific committees if necessary (e.g. to achieve numerical balance).
- c. Each Special Committee, established above, will:
 1. Have a defined task to accomplish and a specified timeline for completion of that task;
 2. Submit their findings, conclusions and/or results in writing at the next scheduled meeting of the Executive Committee and make a summary report of their work to the Executive Committee and/or DAC as a whole; and
 3. Disband upon completion of their task.

2. Council Nominating Committee

- a. One committee, which must be formed annually, is the Nominating Committee. This committee must be comprised of no fewer than five and not more than seven DAC members appointed by the DAC Chairperson at the regular DAC meeting in March.
- b. The sole purpose of the Nominating Committee will be to bring to the DAC's regular April Meeting a slate of qualified DAC members nominated to serve as officers for the coming year.

- c. The election of new officers will be conducted at the DAC's regular May Meeting. Election will require a 50% plus 1 vote of members present.

B. External Assignments

1. DAC members occasionally may be asked to serve on district-wide committees or community groups formed to deal with specific issues or functions. These external assignments may include (but not be limited to) Capital Outlay, Citizens for Better Schools, Rezoning (either district-wide or grade-level specific), Testing & Evaluation, Textbook Selection, Transportation, Safety, and/or others.
2. On such occasions, at the request of the Superintendent or designee, the DAC Chairperson will appoint an appropriate DAC member(s), subject to approval by the DAC membership. The appointments will be for a specified period (usually one year) and may be consecutive.
3. DAC members appointed to external assignments are expected to perform those duties in addition to their continuing involvement on the DAC and to report on the work of the external assignment at every DAC meeting.

In instances in which the DAC has established a policy position on an issue related to the purpose of an external assignment, the DAC member so appointed must accurately represent that DAC position.

ARTICLE VII: Amendments

Section 1: Amendment Process

- A. DAC Bylaws may be amended using the following process:
 1. At least one (1) week's prior notice of the proposed amendment(s) must be given to all DAC members.
 2. A 50% plus 1 affirmative vote of the DAC members present at a DAC meeting at which the amendment(s) is/are formally presented is required to amend the Bylaws. Bylaws, as adopted by the DAC, must be passed to the Superintendent for School Board ratification in order for the amendment(s) to stand.
- B. Any amendment to the Bylaws must conform to the State of Florida guidelines for Advisory Committees and may not be in

conflict with any School Board Policy.